



2005-2007 Youth Recreational Facilities (YRF) Grant Guidelines

COMPETITIVE GRANT PROGRAMS:

- Building for the Arts ■
- Community Services Facilities ■
- Youth Recreational Facilities ■

LEGISLATIVE GRANT PROGRAMS:

- Local Capital Projects ■
- Job Creation & Infrastructure ■

Up to \$300,000 for youth recreational facilities
Up to 25 percent state match of total project costs

Application Deadline: 5 p.m., Friday, June 18, 2004

Application workshops: May 24, 2004 in Seattle and
May 26 in Moses Lake (see page 12 for details)

CTED Capital Programs

P.O. Box 42525
Olympia, WA 98504-2525
(360) 725-3019
caprograms@cted.wa.gov

www.cted.wa.gov
and then click on
Local Government /
Community Development Programs /
Capital Programs



STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT

128 – 10th Avenue SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

Dear Reader:

We are excited to announce the inaugural grant cycle of the Youth Recreational Facilities (YRF) Program, which was approved by the 2003 Legislature. Those of you who have previously applied for funding under the Community Services Facilities (CSF) Program will notice many similarities between the two programs, but the YRF Program has a significantly narrower focus: it will provide an organized list of funding recommendations for organizations providing youth recreational facilities that include a supporting social service or educational component. It is our hope that, with state support, these facilities can become a positive influence on the lives of many more of Washington's young people.

As with all of our competitive grant programs, a guiding principle in developing this program is to make the application process both simple and transparent. We have worked to make this application package reflect that commitment and hope that you will find the new materials clear and user friendly.

The number of contracts CTED Capital Programs administers has nearly doubled in the last two years, so we've added staff. Jason Zittel will be the lead staff person for the YRF Program, with Steve Salmi providing technical assistance. I'd strongly urge you to discuss your project with our office before submitting an application (see page 3 for contact information). We look forward to seeing your application.

With Best Regards,

Dan Aarthun,
Program Manager
CTED Capital Programs

FIVE STEPS TO GETTING THE GRANT

STEP 1: Decide whether you are eligible — and ready to apply

Before starting to write your application we strongly recommend that you carefully read these guidelines, come to one of our grant application workshops (see page 12), and discuss your project with CTED Capital Programs staff. Also take a look at the timeline for awarding funds (see page 5) to make sure that it fits with your cash-flow needs.

STEP 2: Complete your application packet

Your chances of success in obtaining a YRF grant are heightened by following all instructions for putting your packet together. You can obtain a grant application from our web page or by contacting us at capprograms@cted.wa.gov.

STEP 3: Discuss your project with the YRF Advisory Board

Following a preliminary review, the most competitive applicants will be invited to testify before the board and answer its questions (see 3.7 on page 9).

STEP 4: Negotiate a contract

If the YRF Advisory Board recommends funding and it is approved by the Legislature and Governor in the 2005-2007 Capital Budget, CTED Capital Programs will draft a contract with your organization before disbursing the funds. See Part 4 on page 10 for contracting requirements . . . some of which you may want to start thinking about right now.

STEP 5: Submit reimbursement materials

This is a reimbursement-style grant (sorry, no advance payments), but we've worked hard to make the paperwork straightforward.

CTED CAPITAL PROGRAMS CONTACTS:

Program Manager /
Daniel Aarthun
360/725-3007
dana@cted.wa.gov

Building for the Arts
Program / **Daniel Aarthun**
(see above)

Community Service Facilities
Program / **Steve Salmi**
360/725-3021
steves@cted.wa.gov

Youth Recreational Facilities
Program / **Jason Zittel**
360/725-3008
jasonz@cted.wa.gov

Administrative Assistant /
Vernita Shye
360/725-3019
capprograms@cted.wa.gov

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CTED MANAGEMENT:

Director / **Juli Wilkerson**

Local Government Division
Assistant Director /
Nancy K. Ousley

Community Development
Programs Managing Director /
Steven K. Washington

PART 1: PROGRAM BACKGROUND

YRF Application:

We have worked to make an easy-to-use application template. It is available on our web page in either Microsoft Word or PDF versions. We'd also be happy to e-mail you a copy.

“The Legislature finds that non-profit youth organizations provide a variety of services for the youth of Washington State, including many services that enable young people, especially those facing challenging and disadvantaged circumstances, to realize their full potential as productive, responsible and caring citizens. The Legislature also finds that the efficiency and quality of these services may be enhanced by the provision of safe, reliable, and sound facilities, and that in certain cases, it may be appropriate for the state to assist in the development of these facilities.

-- Excerpt from enabling legislation, RCW 43.63A.135

1.1 Program purpose

The Youth Recreational Facilities (YRF) Program awards state grants to non-profit, community-based organizations to defray up to 25 percent of eligible capital costs of facility acquisition on *major* new construction or renovation of **non-residential** projects that provide a major youth recreational opportunity that is supported by a social service or educational component.

The maximum grant award for the 2005-2007 Biennium is \$300,000. There is no minimum grant award amount. The YRF Advisory Board, which ranks grant applications, reserves the right to modify the amount of any request for funding.

What’s an ideal project? Successful projects display:

- a compelling community need for public assistance;
- a cost-effective response to a need for youth recreational activities

that has been identified by the applicant and is supported by relevant stakeholders;

- a clear and feasible plan for completing the proposed facility and maintaining its operation into the foreseeable future; and

- credible evidence that the results will be commensurate to the amount of public funds requested.

This is a highly competitive grant program, so applicants are encouraged to take the application readiness assessment (see pages 6 and 7) before investing the time needed to complete an application.

You are also encouraged to attend one of our application workshops (see back page) and discuss your project with CTED Capital Programs staff. We can give you more specific feedback about your project’s competitiveness and offer suggestions for developing the best possible application.

1.2 Who may apply

All primary applicants must meet the following eligibility standards *at the time the application is submitted*. The **organization** must:

- be registered in the state of Washington as a non-profit organization and possess a current or advance ruling 501(c)(3) Internal Revenue Service registration, and have a legally constituted board of directors;

- be considered a non-profit youth organization (defined in this program as any registered non-profit that provides a substantial amount of services to youth);

- have control of the project site, either through ownership, an option for

purchase, or a long-term lease (five years minimum with an option to re-new); and

- have made substantial progress in an active capital fundraising campaign *dedicated to the project*.

The **project** being submitted for funding consideration must meet the following criteria. The project must:

- be a non-residential facility;
- consist of the construction, renovation, or acquisition of a facility that will provide a *major* recreational activity for youth (K-12 children);
- have an educational or social service program available to youth at the project site; and
- demonstrate that services provided by the facility will be available primarily to youth at times when they are out of school.

Outdoor athletic fields, such as soccer, baseball, or softball fields are ineligible for funding. However, they could be considered as part of a mixed use facility (they would not be eligible for funding or to match state dollars in this scenario).

New facilities constructed with YRF funds must be owned by a non-profit or consortium of non-profits.

Joint applications will be considered if applicants submit a copy

of an executed joint operating agreement with their application.

Mixed-use facilities may be considered. However, these projects will be funded at the rate of 25 percent of the eligible capital cost of the youth recreational component only.

YRF projects may not be submitted for consideration in either of the two other competitive grant programs offered by CTED Capital Programs — the Building for the Arts Program and the Community Services Facilities Program (see sidebar to your right).

1.3 Important YRF dates

The YRF Program operates on a biennial (two year) grant cycle. As you can see from the timeline below, it can take roughly 15 months for successful applicants to gain access to their grants.

The estimated dates should not be used for cash-flow planning purposes, because the appropriation process can be unpredictable, both in terms of timing as well as what funds are approved (for details see 3.6 on page 9).

Grantees will not have access to their funds until all program requirements have been met, e.g., that all funds needed to complete the project have been committed (see 4.4 on page 10).

CSF OR YRF ?

Some groups that formerly would have applied for a CSF grant may instead wish to apply to this Program. Check out our web page or contact a CTED Capital Programs staff member if you are unsure which program is best tailored to your project.

IMPORTANT 2005-2007 YRF GRANT DATES	
Application workshops	May 24 and 26, 2004
Applications due	June 18, 2004 (no exceptions)
Notification of preliminary review results	Early July, 2004
YRF Advisory Board work session	July 29th & 30th, 2004
Recommendations forwarded to governor	September 2004 (estimated)
2005-2007 Capital Budget signed into law	June 2005 (estimated)
Capital Programs may begin disbursing funds	September 2005 (estimated)

PART 2: YRF GRANT APPLICATION READINESS ASSESSMENT

Step 1 will tell you whether your project is eligible for funding. Step 2 is a self-assessment exercise. It **cannot** predict how we will rank your project, because that depends on unknown variables such as the number and quality of other applications submitted. However, by examining these scoring criteria you can better anticipate the questions that will be asked by our reviewers.

Step 1: Are you eligible for a YRF grant?

- | | |
|--|--|
| <p>1.1 Is your project operated through a non-profit organization with current 501(c)(3) Internal Revenue Service registration?
Yes ___ No ___ Advance ruling ___</p> <p>1.2 Is your organization also registered in the State of Washington as a non-profit corporation with a legally-constituted governing board?
Yes ___ No ___</p> <p>1.3 Do you have control of the proposed facility through <i>either</i>:
A. ownership of the site? Yes ___ No ___
B. a purchase option on the site, or Yes ___ No ___
C. a long-term lease (five years min. with an option to renew)? Yes ___ No ___
(You must say "yes" to one of the above options as of the date of the application submission)</p> | <p>1.4 Has your organization made substantial progress in an active capital fundraising campaign <i>dedicated to the project</i>?
Yes ___ No ___</p> <p>1.5 Does your organization's governing board support the proposed project?
Yes ___ No ___</p> <p>1.6 Will your proposed facility contain a major <i>nonresidential</i> youth recreational component?
Yes ___ No ___</p> <p>1.7 Will the completed facility have an education or social service program available at the project site?
Yes ___ No ___</p> |
|--|--|

To be eligible for funding, you must have answered "yes" to questions 1.1 through 1.7. Each question represents an eligibility standard that must be met *at the time your application is submitted*. If you are unsure about how to answer a question, contact CTED Capital Programs staff.

Step 2: How competitive is your grant proposal?

Use the following criteria to assess how competitive your project will be during this funding cycle.

- 2.1 POINTS ASSIGNED BY FORMULA (*up to 40 points out of a total of 100*)
- a. Percent of project funds raised – multiply it by .33 (up to 25 points)
 - b. Design work started – if yes, give yourself 5 points
 - c. Fundraising feasibility study completed – if yes, give yourself 5 points
 - d. Operations/business plan completed – if yes, give yourself 5 points

2.2 REVIEWER-ASSIGNED POINTS *(up to 60 out of a total of 100 points)*

- a. PROJECT READINESS – *Ability to complete the proposed capital project promptly.*
Will the project be completed by the end of the biennium (June 30, 2007)? How realistic is the fundraising timeline? Is the project free of controversies that could delay or block its completion?
- b. ORGANIZATIONAL CAPACITY – *Ability to effectively run the completed facility.*
How strong is the applicant's financial and service-delivery track record? Is an operations (business) plan completed? How realistic is the applicant's assessment of the managerial and financial challenges of running the completed facility? If the project is a joint application, how stable is the partnership, and how transparent is the financial relationship?
- c. PROJECT RESULTS – *Ability of your facility to deliver youth recreation to your community.*
How will the proposed facility increase the efficiency of your organization in providing services to youth? How will the state's investment in your project be an efficient use of public money? How well will your project serve youth at times when they are out of school? Does your project place an emphasis on serving economically challenged or otherwise disadvantaged youth?
- d. COMMUNITY NEED – *Evidence of a clear need for youth recreation.*
How many alternatives for youth recreation are available in your community? Are there other similar facilities in your area? Have you provided evidence to support a clear need for additional youth recreational options in your area?
- e. STAKEHOLDER PARTICIPATION – *Evidence of building partnerships with relevant stakeholders.*
What is the applicant's demonstrated commitment to building partnerships with other stakeholders relevant to the targeted need (e.g., as expressed by the diversity of the applicant's board of directors)?

Step 3: Evaluate your project

Reviewers are looking for well planned projects. That's why formula points are awarded for those which have started their design work, and have completed fund-raising and project feasibility studies.

One of our most important considerations is the likelihood that a project will be completed within two years of the appropriation. The percentage of funds raised is considered a key indicator, as is the strength of an applicant's fundraising strategy. At the same time, the board reserves the right to prioritize projects with less access to alternative funding sources.

The more complex your project, the more important it is to talk with us before writing your application. As an example, joint applications will be accepted, but we will look at the stability of the partnership and

transparency of the financial arrangements. Also, loan pay-downs will be considered on a case by case basis, but — depending on other considerations — may not receive the same priority.

Please remember that the board's funding recommendations are based upon the numerical rankings listed above *and* qualitative factors that may include (but are not limited to) geographic distribution of funds and the degree to which applicants have access to other funding sources.

You are strongly encouraged to attend a YRF grant application workshop (see back page). If you can't make it to one, please discuss your project with us before submitting an application. We'd be happy to discuss your project's eligibility and offer assistance developing your application.

SUCCESS TIP

The more complex your project, the more important it is to talk with us before writing your application.

**STREET ADDRESS FOR
HAND DELIVERY ONLY:**

*Laurie Dschaak
Davis-Williams Building,
3rd Floor - East
906 Columbia Street SW
Olympia, WA 98504-8350
(360) 725-3019*

SUCCESS TIP:

*More is **not** better when
it comes to preparing
your application packet.
Please don't include
any supporting
documents not specifi-
cally required. Staff will
discard them so YRF
Advisory Board mem-
bers aren't buried in pa-
perwork.*

PART 3: THE REVIEW PROCESS

3.1 Application submissions

Applications must be postmarked or received by Friday, June 18th, 2004 at 5 p.m. We prefer that applications be mailed rather than hand delivered.

Please use the P.O. Box address listed on the front and back of this document.

If hand delivered, your application must arrive at our office by 5 p.m. on the above deadline date.

In the interest of fairness, deadlines will be strictly observed and applications received after the deadline will be returned without review. Any reference to a "postmark" refers to a United States Postal Service (USPS) postmark. Applications sent by facsimile machines (FAX) will not be accepted.

3.2 Preliminary review

After the submittal deadline, staff will review applications for eligibility and completeness. Those that are incomplete or do not meet the eligibility standards will not be forwarded to the YRF Advisory Board for review.

Due to the large number of applications we anticipate receiving, the board reserves the right to interview only those organizations that have submitted the most competitive applications

3.3 Applicant notification

Following the preliminary review, the board will invite applicants who have submitted the most competitive proposals to testify at a work session of the board. These applicants will be notified in writing as to the time and location of the meeting (see 3.7 on the next page).

Applicants whose projects are not selected for further review will be informed in writing as to the reasons for the board's decision, and are invited to discuss with CTED Capital Programs staff how to prepare a more competitive grant application for the next funding cycle.

3.4 Advisory board role

The YRF Advisory Board helps develop program policy, reviews applications, and recommends projects for funding. The board consists of volunteers from the public and private sectors with demonstrated expertise in funding, administering, or advocating for youth organizations.

The board includes grant officers from major foundations. The caliber of your application and presentation before the board could influence your organization's success with funding sources beyond our program.

The board ranks projects based on quantitative and qualitative criteria listed on page 9 and in the applicant readiness assessment (see pages 6-7).

3.5 Appropriation process

The YRF Advisory Board will forward its recommendations, in the form of a prioritized list, to the CTED director in the summer of 2004. If approved by the director, the list will be included in the department's 2005-2007 Capital Budget Request, which is submitted to the governor's budget office. If approved by the governor's budget office, the list will be included in the Governor's 2005-2007 Capital Budget Request.

The 2005 Legislature will make the final determination as to which projects, if any, will receive YRF grants, and the total amount of funds to be provided for the 2005-2007 Biennium. The governor must sign the capital budget before any appropriation takes effect.

3.6 Availability of funds

Funds will most likely become available in mid-August or early September, but that date can vary depending upon such factors as when the state budget is approved. In addition, it takes time to develop a contract after the grantee has met all funding conditions (see 4.4 on page 10).

Awardees are advised to consult with staff before building into their cash-flow projections when state funds may be available.

3.7 Testimony before board

The YRF Advisory Board will convene a work session that is tentatively scheduled for Thursday and Friday, July 29th and 30th, 2004.

Applicants will be given an opportunity to offer testimony about their proposals and to answer questions from board members. Applicants are not required to attend the meeting in order to be considered for funding.

3.8 Appeals

The decisions of CTED Capital Programs are final and non-appealable. However, staff would be happy to assist you in strategizing how to develop a more competitive application in the next funding cycle.

REMEMBER THIS:

The scope of your project may not be significantly changed once you submit an application. This is one reason why you may wish to wait until the next grant cycle if your project is in an early (and fluid) stage of development.

SELECTION CRITERIA (100-POINT SCALE)

POINTS ASSIGNED BY FORMULA — up to 40 points out of a total of 100

- PERCENT OF PROJECT FUNDS RAISED – multiply percentage by .33 (up to 25 points)
- DESIGN WORK STARTED – if yes, add 5 points
- FUNDRAISING FEASIBILITY STUDY? – if yes, add 5 points
- OPERATIONS / BUSINESS PLAN? – if yes, add 5 points

POINTS ASSIGNED BY REVIEWERS — up to 60 points out of a total of 100

- PROJECT READINESS – up to 15 points
Managerial and financial ability to complete the proposed capital project promptly
- ORGANIZATIONAL CAPACITY – up to 15 points
Managerial and financial ability to effectively run the completed facility.
- PROJECT RESULTS – up to 15 points
Degree project will increase the efficiency and/or quality of services provided.
- COMMUNITY NEED – up to 10 points
Evidence of a clear need and credibility of documentation.
- STAKEHOLDER PARTICIPATION – up to 5 points
Evidence of building partnerships with relevant stakeholders.

The YRF Advisory Board's funding recommendations are based upon the numerical rankings summarized above and qualitative factors that may include (but are not limited to) geographic distribution of funds and the degree to which applicants have access to other funding sources. See the applicant readiness self-assessment (pages 6-7) for the details about scoring criteria.

PART 4: CONTRACTING SPECIFICS

4.1 Eligible costs

YRF funds originate from the sale of state capital bonds. *Our grants include no federal funds.* However, their use must comply with federal arbitrage regulations as well as the policies and procedures of the state Office of Financial Management, the Treasurer, and the Attorney General.

Capital budget funds may generally be used to pay for the following construction-related expenses:

- real property, when purchased specifically for the subject project;
- design, architectural, and engineering expenses;
- building permits and fees;
- construction costs (labor and materials);
- demolition/site preparation;
- capitalized equipment;
- information technology infrastructure (cables and wiring);
- construction management (*from external sources only*);
- initial furnishings (depending on use); and
- landscaping.

4.2 Ineligible costs

State funds cannot be used for internal administrative costs or project-management costs, fundraising expenses, feasibility studies, computers or office equipment, rolling stock, lease payments for rental of equipment or facilities, or to purchase motor vehicles.

In addition, none of these types of expenditures can be used to match state funds. As you complete the application, please keep in mind that the *total* project capital costs that your organization

carries on its books may differ substantially from the *eligible* capital costs.

The state's maximum share of project costs may need to be revised so that it will reflect only eligible capital costs.

4.3 Matching funds

YRF grants may be used to pay up to 25 percent of *eligible* project costs; the remainder must come from non-state sources. Non-state matching funds may consist of cash on hand, documented pledge commitments, the value of land acquired specifically for and in contemplation of the subject project, and in-kind contributions when properly documented.

Grantees may also include the proceeds of a letter of credit or other binding loan commitment as part of their non-state matching funds. The value of land used as non-state match must be supported by an appraisal performed by a certified professional appraiser.

We cannot accept expenses incurred prior to July 1, 2003, as part of the non-state matching contribution in the upcoming grant cycle.

4.4 Contracting conditions

Prior to receiving funding from a YRF grant, awardees must meet two requirements.

■ They must demonstrate in writing the financial capability to complete the project. This generally means that the entire amount of non-state matching funds must have been raised.

■ They must provide written evidence demonstrating site control, either through outright ownership of the subject property or a long-term lease.

REMEMBER THIS:

*This is a reimbursement-style grant, and you can start drawing down funds only after **all** other money needed to complete the project is committed (but not necessarily in hand). However, you can receive reimbursement for costs incurred as far back as July 1, 2003.*

4.5 Advancing funds

Capital budget funds are available on a reimbursement basis only, and cannot be advanced under any circumstances. For the purposes of this program, reimbursable costs are those that a grantee has already incurred and paid, or costs payable within 30 days.

4.6 Documenting expenses

We will reimburse grantees only after receiving copies of the original invoices and a project status report. We may, at our discretion, accept accounting ledger statements for minor, miscellaneous costs in lieu of original billing documents. In all cases, costs must be documented and auditable.

4.7 Reimbursing prior costs

In some cases, we may reimburse grantees for costs incurred prior to the date a contract is executed. The project start date must be accurately stated in the application in order to do so.

4.8 Change of ownership/use

Most of the capital projects constructed with state funds require that the facility or project be held by the grantee for a period of time appropriate to the amount of the state grant (in most cases a minimum of 10 years), and that the facility or project be used for the same purpose expressed in the enabling legislation or contract.

4.9 Prevailing wage law

Projects receiving YRF funding may be subject to state prevailing wage law (Chapter 39.12 RCW). To determine whether prevailing wages must be paid, applicants are advised to consult private counsel or the Washington Department of Labor and Industries.

CTED is not responsible for determining whether any prevailing wage payments may be required by law.

4.10 Reappropriations

Some grantees may not be able to expend all their funds by June 30, 2007, which is the end of the 2005-2007 Biennium. Any funds unexpended by that date will lapse unless reappropriated by the Legislature.

Although not legally obligated to do so, the Legislature generally reappropriates unspent funds for long-term capital projects such as those funded through this program.

4.11 Rescinding funds

If an organization does not begin drawing down its funds within 12 months of the start of the biennium (by July 1, 2006), we reserve the right to rescind that group's authorization and reallocate the funds to the next organization on the list.

That's the bad news. The good news is that a group that has had its authorization rescinded may reapply for funding in future grant cycles.

SUCCESS TIP:

When building your budget, you are strongly advised to investigate whether your capital project falls under prevailing wage law, which has been the subject of recent state court action (see 4.9).

YRF grants are charged an administration fee

CTED Capital Programs is authorized to retain up to 3 percent of each award to cover administration costs. In the 2003-2005 Biennium, the administration fee from all of our competitive grant programs was 1.75 percent. We receive no state general fund dollars, so this is our sole source of funding.

**Get your questions answered
Learn from other applicants
Meet CTED Capital Programs staff
Grant Application Workshops**

AT YOUTH RECREATIONAL FACILITIES GRANT WORKSHOPS

Join us for a YRF grant application workshop. These free workshops — offered in eastern and western Washington — will consist of a brief presentation about this and other CTED Capital Program grants, followed by a step-by-step review of the YRF application process, and a question-and-answer period.

Western Washington Workshop (Seattle)

Red Lion Hotel Seattle Airport

Cascade Room

18220 International Blvd.,

Seattle, WA 206/246-9733

Monday, May 24 1:30—3:30 PM

www.redlion.com/WHC/HOTELS/showhotel.asp?ID=75

Eastern Washington Workshop (Moses Lake)

Moses Lake Convention Center

Rocky Ford Room

1475 Nelson Rd. NE,

Moses Lake, WA 509/766-1416

Wednesday, May 26th 1:30—3:30 PM

www.moseslakeecc.com/visitor.html

CTED Capital Programs

P.O. Box 48350

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www.cted.wa.gov,

and then click on Local Government /

Community Development Programs / Capital Programs